

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
TOURISM PROGRAM COORDINATOR**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: Hartford, CT

Job Posting No: 011615

Hours: 40 Hours per week

Salary: \$72,786 - \$93,813 (AR-25)

Closing Date: November 9, 2015

The Department of Economic and Community Development is currently seeking qualified applicants to fill a full-time Tourism Program Coordinator position located in Hartford.

Eligibility Requirement: Candidates must have applied for and passed the **Tourism Program Coordinator** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities:

Considerable knowledge of industry practices, markets and location issues; considerable knowledge of methods used in development, implementation, promotion and evaluation of tourism or marketing programs and services; considerable knowledge of tourism program resources; knowledge of research methods and techniques; knowledge of planning principles and practices; knowledge of budget preparation and control; knowledge of marketing principles and techniques; considerable oral and written communication skills; interpersonal skills; skill in preparation and presentation of material to public; considerable ability to direct development, implementation and evaluation of projects in a major program or service area; considerable ability to evaluate and report on programs in progress; some supervisory ability; ability to utilize computer software.

Preferred Experience, Knowledge, Skills and Abilities:

The successful candidate will have:

- Proficiency with graphic design programs; specifically InDesign and Photoshop;
- Experiences demonstrating destination specific marketing design in publications, websites and advertising platforms;
- Proficiency in digital photography

Special Experience:

Three (3) years of the General Experience must have been in tourism or marketing with one (1) year at the level of a Tourism Program Associate.

General Experience:

Seven (7) years of experience in tourism, marketing, public relations, business management or a closely related field.

Substitution Allowed:

1. College training in business management, marketing, public relations, communications or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR-12 Application Form and a resume (current State Employees must also submit the last year of attendance records and last two service ratings) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
SmART/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH FLOOR EAST
HARTFORD, CT 06106
FAX to: 860-622-2964
E-MAIL to: Theresa.judge@ct.gov**

APPLICANTS MUST NOTE THE JOB POSTING NO. 011615 ON THE APPLICATION. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER WILL 11/9/15 NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.